

**Nutrition Services Plan**  
**Federal Fiscal Year 2016-2017**  
**Instructions**



**California WIC Program**

# SECTION 1

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## LOCAL AGENCY WORK PLAN

### Instructions

The FFY 2016-2017 Nutrition Services Plan (NSP) covers a period of two years. There are three goal areas in the Local Agency Work Plan. The goal areas include: Nutrition Education, Breastfeeding, and Breastfeeding Peer Counseling (only for those with Breastfeeding Peer Counseling programs).

You can access FFY 2016-2017 NSP Work Plan, Attachment A, along with detailed guidance for each of the FFY 2016-2017 Work Plan goals at: [NSP LINK](#)

### How the Local Agency Work Plan is Organized

The format for FFY 2016-2017 is new and described below. The following provides general information on each column of the Work Plan. **Note: You do not need to submit the Attachment A Work Plan now. However, you will need to submit Attachment B, your WIC Local Agency Developed Group/Individual Nutrition Education, described in the next section, now. You will submit the completed Work Plan with the end of year results by October 31, 2016.**

#### Column 1: Objectives

In addition to the predetermined goals, Attachment A contains predetermined *Objectives*.

#### Column 2: Activities

Predetermined *Activities* are also included. This column includes specific activities that you will complete in order to achieve the objectives.

#### Column 3: Measurement

This column describes how to document your results of the activities.

#### Column 4: Expected Outcome

This column describes the expected short-term outcome for meeting the objective.

#### Column 5: Timeline

You may use this column to track dates of trainings or activities as they are planned and/or completed.

#### Column 6: End of Year Status

At the end of each fiscal year you will fill out this column. Check the box "*Completed*" if you completed that row's activity. Check "*In Progress*" if the

activity is still in progress. If “*In Progress*” is checked, please note the expected completion date of the activity.

### **Resources**

At the end of each goal there is a row that lists “*Resources*”. These are to be used to complete the objectives of each goal. Most include active links.

### **Submitting Your Work Plan**

Please submit your work plan as an email attachment to: [wicnsp@cdph.ca.gov](mailto:wicnsp@cdph.ca.gov) with the **Timeline and End of Year Results** columns completed by **October 31, 2016**. If you have questions, please contact your Nutrition Consultant.

Thank you for your patience!

# SECTION 2

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## NUTRITION EDUCATION PLANNING

### Instructions

As part of the California WIC FFY 2016-2017 NSP:

### Nutrition Education Master Plans

Review and update your Nutrition Education Master Plans and Description of Nutrition Education (i.e. class code, class titles, class content) and keep this information current in the Integrated Statewide Information System (ISIS).

### WIC Local Agency-Developed Group/Individual Nutrition Education

Your State Nutrition Consultant will be providing feedback and technical assistance on your local agency developed group/individual education. **This is not an approval form and lesson plans do not need pre-approval by CDPH at this time.** Please complete [Attachment B FFY 2016 NSP WIC Local Agency Developed Group/Individual Nutrition Education](#) for FFY 2016 and submit as an email attachment to: [wicnsp@cdph.ca.gov](mailto:wicnsp@cdph.ca.gov) by **January 20, 2016**. Note that at the end of FFY 2016, we will ask you to submit an updated Attachment B for FFY 2017.

Include all local agency-developed or acquired group/individual nutrition education classes you are planning to offer as a group nutrition education contact. Provide the title, ISIS Code and length of the class. List the class objectives, no more than three, and two of the participant centered techniques you will use. Indicate all the participant categories that will receive class credit. Specify if the class is on-going or a temporary rotating topic. List the titles of handouts offered with the class and who developed the handout—CA WIC, Local Agency or Other (please identify).

We will be looking to see that the classes address key nutrition priorities for the target population. Does the class title reflect the content of the objectives? Is the appropriate ISIS code used and does it fit the categories selected for receiving nutrition education credit? For the length of the class, are there an appropriate number of objectives (aim for one objective per 10 minutes)? Is there at least two PCE techniques used in the class? Are the materials offered from CDPH WIC? Is there an appropriate number (not too many)?

We encourage you to start your class planning early in anticipation of the year beginning October 1. If you are not sure of the classes you will be offering, or they change after you submit your form, please make note and provide an updated form to your Nutrition Consultant when you submit your FFY2016 NSP Work Plan outcomes on **October 31, 2016**.

Example:

<b>Class/Lesson Title</b>	Fruits and Vegetables are Yummy				
<b>ISIS Code</b>	GA 31			<b>Length (min.)</b> 30	
<b>Learning Objectives (3 or less)</b>	1. Shared preparation tips for F & V 2. Discussed how they can support their children in learning to like new foods like vegetables 3. Discussed how their family might incorporate more F & V into meals				
<b>PCE Techniques</b>	1. Open-ended questions 2. Explore/offer/explore				
<b>PPT categories to get NE credit for class (check all that apply)</b>	<input type="checkbox"/> Infant	<input checked="" type="checkbox"/> Child	<input checked="" type="checkbox"/> Prenatal	<input checked="" type="checkbox"/> Breastfeeding	<input checked="" type="checkbox"/> Non-breastfeeding
<b>Is this class:</b>	<input type="checkbox"/> Permanent (on-going)			<input checked="" type="checkbox"/> Temporary rotating topic	
<b>Handouts (title &amp; who developed)</b>	Veggies are Yummy! (State WIC) Cooking with Vegetables and Fruits (local agency) Celebrating a Healthy Harvest (Other—USDA) Recipe cards (local agency) How to Use Your WIC FMNP checks—Guidelines for Participants (State WIC)				

### **Submitting Your Local Agency Developed Group/Individual Nutrition Education**

Please submit your Attachment B, Local Agency Developed Group/Individual Nutrition Education for FFY 2016, as an email attachment to: [wicnsp@cdph.ca.gov](mailto:wicnsp@cdph.ca.gov) by **January 20, 2016**. If you have questions, please contact your Nutrition Consultant.

Thank you for your patience!